

MERIT Education Request

Managed Education and Registry Information Tool

merit.del.wa.gov



Washington State Department of

Early Learning

Professional Development Pathways

Use this application to update educational history in your MERIT record. All applications and supporting documents must be reviewed and verified before information becomes a part of your permanent MERIT record. Visit the MERIT website to complete this application on-line. Please print or type.

SECTION 1: APPLICANT INFORMATION Fields marked with an asterisk (*) are required.

*Last name	*First Name	*Middle Name	
*Date of Birth (mm/dd/yyyy)	*Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	*STARS ID	
*Mailing Address			Apartment/Unit #
*City	*State	*Zip Code	*City
*Phone Number (contact)		Phone Number (work)	
E-mail		Alternate E-mail	

SECTION 2: EDUCATION REQUEST

Please submit the proper supporting documents with your application for review:

- **Official transcripts (cannot be a copy)** from an accredited college or university to verify course completion and/or award of a degree; documents must include your name, the college name, dates courses completed and credits earned.
- Copy of original certificate for items such as a Child Development Associate (CDA) credential that has not expired and is from an accredited CDA program, a Montessori credential/endorsement, or 13 Military Modules certificate of completion.
- Copy of original document issued **by a college**, e.g. teaching certificates, etc.

IMPORTANT: If your current name is not on the documentation, you must include proof of name change (e.g. copies of court records denoting marriage, divorce or other documenting name change).

Alias (Previous or Other Names Used)

School, Institution, or Issuer Name and Location	Degree, Credential or Certification Type (AA, BA, MA, CDA, etc.)	Major, Subject, or Area of Focus	Date Received (mm/dd/yyyy)	Credits Earned & Type (S/Q) if applicable	Expiration Date if applicable (mm/dd/yyyy)

Section 2a: (Optional) Credit Verification. You may choose to identify certain credits for verification within Early Childhood Education or a ECE-related field. For more information about ECE-related fields, please visit the MERIT homepage.

Please enter the title, term completed, year completed and a course description for each course. This information may also be found in a course catalog or course syllabus. You may be required to submit other supporting documents with your application upon request.

Course Title (as it appears on your official transcript)	Term Completed (Select One) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year Completed
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Course description

Course Title (as it appears on your official transcript)	Term Completed (Select One) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year Completed
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Course description

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Course description

SECTION 3: STATEMENT OF UNDERSTANDING (Signature Required to Process Application)

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I understand that:

- Information shared with DEL becomes public record and some information in public records is available to the general public upon request.
- All forms and documentation submitted to DEL will become the property of DEL.
- All forms and documentation will not be returned, unless I request in writing to have a specific document returned **and** I provide a self-addressed, stamped envelope.
- Any form or documentation that appears to have been altered, or on which "white out" is used, will not be processed or verified under any circumstances.
- If my current name is not on the documentation, I must include proof of name change (e.g. copies of court records denoting marriage, divorce or other documenting name change).
- I am responsible for maintaining original documents for my personal records.

Signature _____ **Date** _____

APPLICATION GUIDELINES

Please note: This application is used to submit information to update educational history only. Documents that should be submitted for verification with this application include those outlined in Section 2 **ONLY**.

Do not submit STARS training certificates using this application.

To update your STARS training history, please use these guidelines:

For all STARS-approved training:

- If you have a certificate dated **2010 or after** – the STARS-approved trainer will enter this information into MERIT for you and it will display in your training history. You DO NOT need to send in a copy of your certificate. It is your responsibility to ensure that the STARS-approved trainer has your STARS ID. For missing training, please contact the STARS-approved trainer, provide your STARS ID and request to be added to the training.

For 20 Hour Basic STARS training:

- If you have transcripts to verify completion of the course – please mail your transcripts, clearly marked with your STARS ID, to DEL. You must mail a signed request that this information be added to your 20 Hour Basic STARS training history.
- If you have a certificate dated **2009 or before** – please mail a copy of your certificate clearly marked with your STARS ID to DEL. You must mail a signed request that this information be added to your 20 Hour Basic STARS training history.

For 10 Hour annual continuing education training:

- If your certificate or college credit is from a course taken within the Early Childhood Education Department of an accredited college or university, please send a signed request that this information be added to your continuing education training history. You must include your STARS ID, a copy of your transcripts or certificate, and an official course description to DEL. Your transcripts must include your name, the college/university name, dates of courses completed and credits earned. Official descriptions can include copies of the course catalog or a course syllabus; handwritten descriptions are not accepted.
- **DEL will not enter or verify continuing education training taken 2009 or before.**